

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

February 17, 2015

**SUBJECT:** MOTION PICTURE/TELEVISION FILMING LOCATION  
AUDITS - REVISED; AND, MOTION PICTURE/TELEVISION  
FILMING LOCATION AUDIT, FORM 01.47.03 - REVISED

**PURPOSE:** This Order revises Department Manual Section 3/273, *Motion Picture/Television Filming Location Audits*, to identify the Film Unit, Contract Services Section (CSS), Emergency Operations Division (EOD), as the Department entity responsible for auditing motion picture/television filming locations and overseeing active and retired police officers working those locations in uniform with a valid motion picture/filming work permit.

In addition, this Order revises the procedures when conducting motion picture/television filming location audits, and the Motion Picture/Television Filming Location Audit, Form 01.47.03, to conform to the revised Manual Section 3/273.

This Order supersedes Special Order No. 27, *Guidelines for Conducting Motion Picture/Television Filming Location Audits*, dated November 21, 2000.

**PROCEDURE:**

I. MOTION PICTURE/TELEVISION FILMING LOCATION AUDITS - REVISED. Attached is Department Manual Section 3/273, *Motion Picture/Television Filming Location Audits*, with revisions indicated in italics.

II. MOTION PICTURE/TELEVISION FILMING LOCATION AUDIT, FORM 01.47.03 - REVISED. The Motion Picture/Television Filming Location Audit, Form 01.47.03, has been revised to add "Forward the original signed audit and all related report(s) to Film Unit, CSS, EOD, Mail Stop 400," and a checkbox to indicate that a completed copy of the Form 01.47.03 and all related report(s) was faxed, or scanned and emailed to Film Unit, CSS, EOD, at **FilmUnit@lapd.lacity.org**. The use of form, completion, and distribution for this form remains unchanged.

**FORM AVAILABILITY:** The revised Motion Picture/Television Filming Location Audit form is accessible in LAPD E-Forms on the Department's Local Area Network. A copy of the form is attached for immediate use and duplication.

**AMENDMENT:** This Order amends Section 3/273 of the Department Manual.

February 17, 2015

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachments

DISTRIBUTION "A"

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 6, 2015**

**273. MOTION PICTURE/TELEVISION FILMING LOCATION AUDITS.**

*The Film Unit, Contract Services Section (CSS), Emergency Operations Division (EOD), is the Department entity responsible for auditing commercial filming locations. Additionally, the Film Unit has oversight over all active and retired police officers working filming locations in uniform, with a valid Motion Picture/Television Filming Work Permit.*

**Filming Location Audit.** *Geographic Area supervisors must conduct a filming location audit, when there is reason to believe commercial filming or still photography is occurring:*

- *Without a valid permit;*
- *In violation of the filming permit conditions; or,*
- *When complaints related to filming activity are reported or observed (e.g., neighbor disputes, crowd and/or traffic problems).*

*During normal business hours, the Film Unit will respond to filming locations upon request. The Film Unit's telephone number is accessible from the Motion Picture/Television Filming Location Audit, Form 01.47.03, and the Department's telephone directory.*

**Auditing Supervisor's Responsibilities.** *When auditing a filming location, the auditing supervisor must:*

- *Complete the Motion Picture/Television Filming Location Audit, Form 01.47.03;*
- *Determine who is in charge at the filming location (e.g., Location Manager or Producer);*
- *Request and review a copy of the filming permit;*
- *Ensure the production company is physically located at the location stated in the filming permit;*
- *Ensure the production company is conducting only authorized road/lane closures and filming activities on the specified date(s), time(s), and location(s), as delineated on the permit;*
- *If the production company does not possess a valid filming permit, or is filming at a location not authorized on the permit [violation of Los Angeles Municipal Code (LAMC) Section 41.20(a), Commercial Filming Without a Permit – Misdemeanor], order the person in charge to immediately shutdown the production and remove all filming equipment from the location;*

**Note:** *The person in charge is required to maintain a copy of the filming permit at the filming location at all times. If the person in charge claims the filming is permitted, but is not in possession of the filming permit, the auditing supervisor must call the telephone number for FilmLA Inc., as listed on the Motion Picture/Television Filming Location Audit form to verify if a filming permit had or had not been issued. The results of such verification should be included in any report(s). The person in charge may be warned or arrested for the violation. If arrested, a Non-Traffic Notice to Appear, Form 05.02.02, may be considered in lieu of booking.*

- *Forward the completed audit to the Area watch commander for approval; and,*
- *Upon approval, fax or send an electronic (scanned) copy of the completed Motion Picture/Television Filming Location Audit form and all related report(s) to the Film Unit, CSS, EOD, or to [FilmUnit@lapd.lacity.org](mailto:FilmUnit@lapd.lacity.org).*



**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 6, 2015**

*If the production is shut down, a reasonable amount of time should be provided for the film crew to pack and load equipment. Cameras or other key pieces of filming equipment may be booked as evidence. However, this should be done only as a last resort if the production fails to comply with the order to immediately cease filming and leave the location.*

***Documenting Violations of the Filming Permit Conditions/Restrictions.*** *The auditing supervisor documenting a violation(s) of the filming permit conditions/restrictions must:*

- Advise the person in charge of the location that the violation(s) must be corrected immediately;
- Ensure that filming ceases until *the* violation(s) are corrected;
- Document the violation(s) on the *Motion Picture/Television Filming Location Audit, Form 01.47.03.*

***Note:*** *FilmLA Inc. can provide details concerning any requirements of the filming permit. The person in charge may be warned or arrested for violating LAMC Section 41.20 (a)(Violating Conditions of a Film Permit- Misdemeanor). In some cases, filming may resume once the violation(s) is corrected. However, FilmLA Inc. must be contacted for assistance regarding a request from the production to amend the filming permit.*

*Under certain conditions, FilmLA Inc. may issue a "Rider" enabling a production to add/delete a location or activity to an existing permit. However, a Rider should not be considered and filming must not be allowed to resume if the violation(s) were egregious in nature, created significant hazards or created any public safety concerns.*

- If *active* or retired officers are employed at the filming location, include the officer's name(s), serial number(s), and a telephone number where he/she may be contacted regarding the audit;
- If the person in charge refuses or cannot correct the violation(s), order the film crew to *immediately shutdown* and remove all filming equipment from the location;
- The *Film Unit* will respond *during normal business hours* to a filming location upon request;
- *During normal business hours, the Film Unit must be contacted anytime a film company has been ordered to shutdown filming. During non-business hours, the involved Area watch commander, or his/her designee (sergeant or above), must approve the shutting down of any filming location. Involved watch commanders/supervisors must contact the FilmLA Inc., on-call representative for assistance and advice prior to shutting down a location;*
- *If it is determined that an active or retired officer allowed permit violations to occur, or does not meet the criteria listed on the audit, ensure the officer takes immediate action to correct any deficiencies; and,*
- *For active officers, the audit must list the officer's name, serial number, and division of assignment. For retired officers, the audit must list the officer's name, serial number, home address and telephone/cell phone number.*

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 6, 2015**

***Area Watch Commander's Responsibilities.*** The Area watch commander *must*:

- Remain aware of *significant* filming locations within the Area and *ensure* a supervisor responds to filming complaints *or* violations;
- Ensure a field supervisor is dispatched to conduct an audit when there is reason to believe a violation is occurring;
- Ensure auditing supervisors correctly document any violation(s) of the filming permit, conditions/restrictions, rules/regulations, applicable LAMC sections, Department policy concerning active/retired officers and that appropriate action has been taken;

**Note:** Retired or *active* officers who fail to comply with the rules and regulations of their Motion Picture/Television Filming Work Permit, Form 01.47.01, may be subject to suspension or revocation of that *work* permit. Active officers may also be subject to disciplinary action by the Department. (*Manual Section 3/744.08*)

- Give approval, before a filming location may be shut down by the auditing supervisor, during non-business hours.

**Note:** Area watch commanders or their designee (sergeant or above) must contact the FilmLA Inc., on-call representative for assistance and advice prior to shutting down a filming location.

- Review and approve the completed *Motion Picture/Television Filming Location Audit form*;
- Make an entry in the Watch Commander's Daily Report, Form 15.80.00, briefly explaining the outcome of the audit, and noting any violations observed and/or corrective action taken; and,
- Attach the completed audit to the Watch Commander's Daily Report and forward to the Area/patrol commanding officer.

***Area/Patrol Commanding Officer's Responsibilities.*** Upon receiving an audit, the Area/patrol commanding officer *must*:

- Review the completed *Motion Picture/Television Filming Location Audit form*;
- Identify any *active/retired* officer's violation(s) of Department rules and regulations,
- Take appropriate action, *if needed*; and,
- Ensure the *original signed Motion Picture/Television Filming Location Audit form and all related report(s)* are forwarded to the Film Unit, CSS, EOD, Mail Stop 400.

***Emergency Operations Division Commanding Officer's Responsibilities.*** The Commanding Officer, EOD, *must*:

- Ensure personnel from the *Film Unit* respond during *normal business hours*, to film locations upon request by *geographic Areas* or auditing supervisors;
- Review, approve, modify or deny all requests for City filming permits according to the City's *filming ordinances, contracts, policies and regulations*;
- Maintain a file on all completed audits; and,
- Ensure the Department's central repository and database of filming location *audits* is maintained.



LOS ANGELES POLICE DEPARTMENT  
**MOTION PICTURE/TELEVISION FILMING  
LOCATION AUDIT**

DATE/TIME: \_\_\_\_\_

FILM COMPANY: _____	PERMIT NO.
LOCATION OR PRODUCTION MGR'S NAME: _____	
FILMING LOCATION: _____	RD: _____

DATES OF FILMING: _____	
TYPE OF FILMING: (Check one or more)	
T.V. Show <input type="checkbox"/>	Motion Picture <input type="checkbox"/>
Student Production <input type="checkbox"/>	T.V. Commercial <input type="checkbox"/>
Education/Industrial <input type="checkbox"/>	
Other: _____	
DESCRIPTION OF FILMING: (Check one or more)	
Interior Dialogue <input type="checkbox"/>	Exterior Dialogue <input type="checkbox"/>
Running Shot <input type="checkbox"/>	Camera in Street <input type="checkbox"/>
Camera on Sidewalk <input type="checkbox"/>	
Drive Up/Away <input type="checkbox"/>	Shots Fired <input type="checkbox"/>
Vehicle Chase/Crash <input type="checkbox"/>	Fight Scene <input type="checkbox"/>
Scenes Involving Police Action <input type="checkbox"/>	
Explosions <input type="checkbox"/>	Pyrotechnics <input type="checkbox"/>
Other: _____	

AUDIT THE FILM COMPANY AND THE OFFICERS WORKING AT THE FILMING LOCATION. UPON ARRIVAL TO THE LOCATION, OBSERVE THE FILM COMPANY TO IDENTIFY ANY VIOLATIONS OF THE PERMIT/CONDITIONS PRIOR TO BEGINNING THE AUDIT. REVIEW THE ENTIRE FILM PERMIT AND ENSURE COMPLIANCE, REGARDING THE LOCATIONS, DATE, TIME, STREET/LANE CLOSURES, AND ANY ATTACHED RIDERS OR SPECIAL LOCATION CONDITIONS. FACTORS TO BE CONSIDERED MUST INCLUDE, BUT NOT LIMITED TO:

- |   |     |    |
|---|-----|----|
| 1. Are there violations of start and finish times?  | Yes | No |
| 2. Is the film company filming outside the permitted area?  | Yes | No |
| 3. Are private cars illegally parked or parked against permit instructions?   | Yes | No |
| 4. Are filming trucks or equipment blocking pedestrian/vehicular traffic (except where permitted)?  | Yes | No |
| 5. Are non-permitted traffic lanes being blocked/closed?  | Yes | No |
| 6. Are any unusually long traffic delays occurring?   | Yes | No |
| 7. Are there any adverse effects on the community as a result of the filming?<br>(Include statements from community members).   | Yes | No |
| 8. Are there deviations from the number of police officers required by the permit?  | Yes | No |
| 9. Is anyone other than an active or retired police officer conducting traffic control?   | Yes | No |
| 10. Are private security guards being utilized?   | Yes | No |
| 11. Are there any unusual conditions at or near the filming?<br>(If yes, document in the audit narrative how the condition affects the location and how it will be resolved). | Yes | No |

**Any violations should be noted in the narrative of this audit, including any corrective action(s) taken.**

OFFICERS ON LOCATION WORKING FOR THE FILM COMPANY (Active/Retired/Private security)	
LOS ANGELES POLICE OFFICERS EMPLOYED AT THE FILMING LOCATION	OTHER SECURITY (NON-LAPD)
<b>ACTIVE/RETIRED</b>	1. HOW MANY PRIVATE SECURITY OFFICERS AT SCENE _____
1. SUPERVISOR or (A.K.A. GAFFER) _____/____	2. SECURITY COMPANY NAME, ADDRESS, CITY, ZIP CODE, TELEPHONE NUMBER, PPO NO. _____ _____
2. MOTOR OFFICER: _____/____	3. SECURITY COMPANY/ON SCENE SUPERVISOR'S NAME _____
3. NON-MOTOR OFFICER: _____/____	4. SECURITY GUARDS IN POSSESSION OF BSIS GUARD CARD? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TOTAL:</b> _____/____	

LOS ANGELES POLICE DEPARTMENT  
**MOTION PICTURE/TELEVISION FILMING**  
**LOCATION AUDIT**

Answer each question below. Explain any "No" answers *below in the narrative section* (use a Continuation Sheet, Form 15.09.00, if additional space is needed).

- |   |     |    |  |
|---|-----|----|--|
| 1. Are all officers who are employed by the filming company in possession of:   |     |    |  |
| A. Los Angeles Police Department I.D. Card (active or retired)?   | Yes | No |  |
| B. Valid California Driver License (motorcycle endorsement if applicable)?  | Yes | No |  |
| 2. Were the Communications Division watch commander <u>and</u> the Area watch commander notified of special effects taking place?   | Yes | No |  |
| A. Who performed the notifications? _____   |     |    |  |
| B. Name of the Communications Division watch commander: _____   |     |    |  |
| C. Name of the Area watch commander: _____  |     |    |  |
| 3. Are all officers adhering to the Department's uniform and equipment standards?   | Yes | No |  |
| 4. Are officers complying with Department policies, rules and regulations regarding conduct and demeanor?   | Yes | No |  |
| 5. Are all officers wearing only authorized badges (either retired or active LAPD)?   | Yes | No |  |
| 6. Are motorcycles <i>utilized</i> by <i>active/retired</i> officers in compliance with the California Vehicle Code? (i.e., proof of insurance, no emergency red or blue lights, has license plates)? | Yes | No |  |
| 7. Are only privately owned vehicles, equipment or supplies being <i>utilized</i> (except ASTROs)?  | Yes | No |  |
| 8. Is officer deployment at the location appropriate for the type of filming activity being conducted?  | Yes | No |  |
| 9. Has a misdemeanor complaint application for violating permit conditions [41.20(a) LAMC] or unpermitted filming [12.22(A)(13) LAMC] been filed?   | Yes | No |  |

NARRATIVE:

**NOTE:** The Area watch commander must review the completed audit, identify non-compliance with rules and regulations, and ensure appropriate action has been taken. The audit must be forwarded to the Area commanding officer for final review/approval. Any activity which poses liability for the City of Los Angeles, or is a violation of any State or local law must be immediately resolved at the scene. An on-duty supervisor may close down the filming location if aggravated circumstances exist and immediate action is necessary, and/or the film company, does not possess a filming permit, or refuses to comply with the orders or conditions of the filming permit. Prior to closing down the filming location, the supervisor must contact the Film Unit, CSS, EOD, at (213) 486-0410 or a representative of FilmLA at (213) 977-8600 during business hours 8AM to 6PM. During non-business hours, approval must be obtained from the involved Area watch commander or their designee, before shutting down a filming location. Supervisors must obtain the name(s) and serial number(s) of all active and/or retired officers who are employed and working at the filming location. This information must be documented in the narrative portion of the audit.

\_\_\_\_\_  
Supervisor Conducting the Audit

\_\_\_\_\_  
Serial No.

\_\_\_\_\_  
Watch Commander Approving

\_\_\_\_\_  
Serial No.

\_\_\_\_\_  
Area Commanding Officer Reviewing

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contract Services Section  
Reviewing

\_\_\_\_\_  
Date

☐ A completed copy of this Form and all related report(s) was faxed (213 486-0460), or scanned and emailed to Film Unit, CSS, EOD, at [FilmUnit@lapd.lacity.org](mailto:FilmUnit@lapd.lacity.org).

**Forward the original signed audit and all related report(s) to Film Unit, CSS, EOD, Mail Stop 400.**